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MANAGERIAL SELECTION PROCESS

State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING RIGHT OF WAY AGENT**

POSITION TITLE: **CHIEF, OFFICE OF RAILROADS AND UTILITY RELOCATIONS**

SALARY: **\$7,593 - \$8,621**

LOCATION: **HEADQUARTERS – SACRAMENTO**

DIVISION: **RIGHT OF WAY**

FINAL FILING DATE: **DECEMBER 21, 2017**

DUTIES/RESPONSIBILITIES

Under the general direction of the Assistant Division Chief, Right of Way and Land Surveys, the incumbent directs staff assistance to Headquarters' Right of Way and 12 Caltrans District Offices of Right of Way, and is responsible, on a statewide basis, for the management, efficiency and effectiveness of the assigned functions.

Duties and activities include, but are not limited to:

- Manages the Railroad and Utility functions. Responsible for statewide standards, policy, procedures, training programs, legislation and intergovernmental agency liaison and long-range goal development in assigned functions.
- Acts as Railroad and Utility consultant to the District/Region Division Chiefs, Right of Way; advises on interpretation and application of statewide policy. Develops and disseminates statewide policy through staff and consultation with Districts and Regions. Uses corporate services to administer

**Supervising Right of Way Agent
KR30 – 4961 – 17MSP80**

**Final File Date: December 21, 2017
Bulletin Release Date: November 30, 2017
Department of Transportation**

the statewide program for Right of Way Railroad and Utility functions and further the program mission.

- Designs and implements performance measures for the efficient use of capital and staff resources.
- Interacts with the Right of Way/Land Surveys District/Region Chiefs, District Directors, corporate Program Managers, the Directorate, Business Transportation and Housing Agency, and other government and private industry representatives to obtain support in achieving program goals.
- Renders decisions or makes recommendations to support and cooperate with Regions and Districts, and assure application of compliance procedures.
- Utilizes technology and information systems to provide the Districts/Regions with data needed to manage activities in an efficient and effective manner.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final filing date in order to participate in this examination.

Either I

Experience: Two years of experience in the California state service performing the duties of a Senior Right of Way Agent.

Or II

Experience: Five years of progressively responsible experience involving all major phases of the acquisition of rights of way for governmental or public utility use, two years of which must have been in a full supervisory or administrative capacity. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Senior Right of Way Agent.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.).

KNOWLEDGE AND ABILITIES

Knowledge of: Property values and the effect of economic trends upon value and price and on the cost of construction of the improvements with particular reference to metropolitan areas; principles of public administration, including personnel management, budgeting, and supervision; goals, objectives, policies, organization and procedures of the Department of Transportation as related to right of way in transportation facility construction and maintenance; the social and economic impact of public improvements; the Department's Safety, Health, Equal Employment Opportunity Program (EEO) and Labor Relations program objectives; a supervisor's role in Safety, Health, EEO and Labor Relations and the processes available to meet these program objectives; principles of public administration including capital program, personnel management, program development, budgeting, and supervision; goals objectives, policies, organization and procedures of the Department of Transportation as related to Right of Way activities; general management principles and practices; management problem-solving methods; principles of policy development and formulation of principles and practices of disseminating public information.

Ability to: Plan, organize, direct and make decisions involving the work of a Right of Way staff, effectively contribute to the Department's Safety, Health, Equal Employment Opportunity (EEO) Program and Labor Relations program objectives; plan, organize, and direct or make decisions involving the work of a large Right of Way staff; develop program direction and concepts; establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels.

STATEMENT OF QUALIFICATIONS /EVALUATION CRITERIA

A Statement of Qualifications (SOQ) must be submitted along with the State application. An SOQ is a discussion of how an applicant's education, training, experience, and skills meet the criteria below and qualify them for the position. The SOQ must not exceed two (2) pages in length.

1. Knowledge of the principles of public administration including capital program, personnel management, program development, budgeting, supervision, goals, objectives, policies, organization, and procedures of the Department of Transportation as related to right of way activities.
2. Knowledge of general management principles and practices and management problem-solving methods.
3. Knowledge of principles of policy development and formulation of principles and practices of disseminating public information.
4. Knowledge of policies and directives of Federal, State, and local agencies, as well as Federal and State legislation, and assure that the assigned staff has the requisite mastery of the applicable portion of those policies, directives, and legislation in accordance with the duties assigned to them.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. Candidates who meet the qualifications will be admitted into the examination process.

During the first phase of the examination process, an evaluation of the Statement of Qualifications may be conducted. Applicants who achieve a passing score of 70% or higher during this phase will be invited to the interview portion of the examination process. The interview portion of the examination will establish an eligible list including the ranking of each candidate. Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678), which includes civil service titles and dates of experience. The application should specify the **classification, position title, and the following MSP Number: 17MSP80**
- Faxed applications will not be accepted.
- A Statement of Qualifications. **The Statement must not exceed two pages.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications or completed State application (STD 678).
- Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

The State application and Statement of Qualifications must be received or postmarked by the final file date of **December 21, 2017**. Interagency mail received after this date will NOT be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Gwen Ling 17MSP80
1727 30th Street, MS-90
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Gwen Ling at (916) 227-7841

ELIGIBILITY INFORMATION

This examination will not establish a civil service list; therefore, candidates will not have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Special Programs, 1727 30th Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.